



International Baccalaureate®
Baccalauréat International
Bachillerato Internacional

Primary Years Programme, Middle Years Programme and Diploma Programme

Rules for candidate schools

For use from 1 January 2011



**Primary Years Programme, Middle Years Programme and Diploma
Programme**
Rules for candidate schools

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International Baccalaureate
Peterson House, Malthouse Avenue, Cardiff Gate
Cardiff, Wales GB CF23 8GL
United Kingdom
Phone: +44 29 2054 7777
Fax: +44 29 2054 7778
Website: <http://www.ibo.org>

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Phone: +44 29 2054 7746
Fax: +44 29 2054 7779
Email: sales@ibo.org

I General

Article 1: Scope

- 1.1 The International Baccalaureate Organization (hereinafter “the IB Organization”) is a foundation that has developed three programmes of international education entitled the “Primary Years Programme” (PYP), the “Middle Years Programme” (MYP) and the “Diploma Programme”. It authorizes schools to offer one or more of these programmes to its students.
- 1.2 The three programmes are free-standing; schools may opt to offer one, or any combination of the three programmes. However, if a school chooses to offer consecutive IB programmes, the programmes must be continuous, with students moving from one programme to the next without any gap years.
- 1.3 An IB World School is a school that has been authorized by the IB Organization to offer one or more of its programmes.
- 1.4 This document describes the rules that are effective from 1 January 2011 for those schools that seek authorization to be IB World Schools and, having filed an application with the IB Organization, have been accepted as a candidate school.

Article 2: Compliance with the IB procedures, rules and regulations

- 2.1 The IB procedures to follow, the requirements for authorization and the rules and regulations to respect for candidate schools are contained in the following documents, which are available on the IB’s public website (<http://www.ibo.org>):
 - a. *Guide to school authorization* (per IB programme)
 - b. *Application for candidacy* (per IB programme)
 - c. *Application for authorization* (per IB programme)
 - d. *Rules for candidate schools*
 - e. *Rules for IB World Schools* (per IB programme)
 - f. *General regulations* (per IB programme)
 - g. *Rules and policy for use of IB intellectual property*
- 2.2 Upon submitting an application to become a candidate school, schools must have read the foregoing documents relating to the relevant IB programme(s) and agree to comply with all the procedures, rules and regulations contained therein.

II Requirements related to the school entity

Article 3: Name and status of schools

- 3.1 In various forms, combinations and logos, the names “International Baccalaureate”, “IB” and “IB World School” are registered as trademarks worldwide by the IB Organization. Furthermore, the right to use the term “IB World School” and the related logo is provided under licence exclusively to IB World Schools that have been granted authorization by the director general to teach one or more of the IB programmes.
- 3.2 Consequently, no school whose name includes the words “International Baccalaureate”, “IB” or “World School” in any form or language—or that has any trademarks or pending applications containing such words—shall be accepted by the IB Organization as a candidate school.

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- 3.3 The school must be duly registered as a legal entity—either for profit or not for profit, privately or publicly funded—that is fit for the purposes of providing educational services and has the required accreditation by the local authorities and/or independent recognized accreditation agencies, if applicable.
 - 3.4 New schools should normally have been in existence for at least three years before they can be authorized.

Article 4: Multiple campus schools

- 4.1 If a school is divided between two or more campuses, each campus is normally deemed a separate candidate school and must individually fulfill all of the conditions of authorization stipulated in the *Guide to school authorization*.
- 4.2 In some cases the IB Organization recognizes that a single programme may, for logistical reasons, be taught in a school with two or more different campuses, perhaps a short distance apart. If such a multiple campus school is to be regarded as one unit for the purposes of recognition and fees, the following criteria must all be satisfied.
 - a. All campuses are recognized as comprising a single school according to legal and local registrations.
 - b. One person is responsible for the day-to-day educational leadership of the school across campuses and is formally recognized as such by the staff and, if applicable, also by the local authorities.
 - c. The campuses are governed by the same rules and regulations—including organizational structure and, if applicable, school fee tariff.
 - d. One IB programme coordinator will be responsible for the day-to-day functioning of the combined programme across the campuses.
 - e. There can and will be horizontal and vertical articulation of the programme across the campuses.
 - f. The staff across campuses can and will meet frequently for collaborative planning.
- 4.3 For the purposes of programme authorization, the IB Organization reserves the right to decide what constitutes a multiple campus school.

Article 5: The MYP in partnership

- 5.1 In cases where there is an educational continuum between schools, where one or more offer the earlier years of the MYP, leading to the final years in another school (without any gap years), and a significant proportion of students move from one to the other, schools can apply to offer the MYP in partnership. The IB will recognize this cluster of schools as one programme offered in partnership under the following conditions.
 - a. The partner schools appoint an MYP coordinator who will coordinate the programme across the partner schools and who will be the partnership's contact person for the IB. The school where the MYP coordinator sits will be identified as the contact school. Generally the MYP coordinator would be appointed from the school that offers the final years of the programme.
 - b. The continuity of the curriculum is guaranteed across the partner schools and across all years of the programme.
 - c. The professional development requirements at the time of authorization and at the time of evaluation are fulfilled by each partner school separately.

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- d. The staff across the partner schools will meet frequently for collaborative planning, ensuring vertical articulation towards the final MYP objectives and a common understanding and practice of MYP assessment.
 - e. For the application for candidacy and authorization, as well as for the purposes of programme evaluation, the partnership will be regarded as one entity. Although documentation may be requested from all partner schools, there will be one report from the IB in each case, which will address the partnership as a whole.
- 5.2 When authorized, each partner school of the partnership will be registered as an IB World School in its own right. The MYP coordinator for the partnership will be regarded as the MYP coordinator for all partner schools.

III The application procedure

Article 6: Request for candidacy

- 6.1 In order to be recognized as a candidate school by the IB Organization, schools must submit the completed *Application for candidacy* and supporting documents, and have paid the corresponding fee, to the relevant IB office for its consideration.
- 6.2 If the IB accepts the form and supporting documents, the school will be recognized as a candidate school through a letter sent by the IB. Thereafter, a school is entitled to describe itself as a candidate school if it needs to do so for reasons of funding or any other legitimate reason. However, because a candidate school may be unsuccessful in obtaining authorization, any reference to itself as a candidate school is made at its own risk without the IB Organization accepting any responsibility for the consequences if the IB Organization ultimately refuses the authorization. In particular, candidate schools for the PYP and MYP must make it clear to parents and all interested third parties during the trial-implementation period that the IB programme is not being offered under authorized status but only on trial as a candidate.
- 6.3 The IB Organization has full discretion not to accept a school's application to become a candidate school.

Article 7: Terms of the candidacy

- 7.1 While being recognized as a candidate school, a school takes all the measures it deems necessary to meet the requirements for authorization. For the PYP and MYP, this includes a minimum one-year trial-implementation period.
- 7.2 During the time that a school is recognized as a candidate school it will be charged an annual candidate fee.
- 7.3 During this time the school will receive the following services from the IB Organization:
- a. access to the online curriculum centre for all staff who will be involved in the implementation of the programme
 - b. access to electronic versions of documents published by the IB related to the implementation of the programme, through the online curriculum centre
 - c. advice either through the relevant IB office or from IB approved consultants
 - d. one consultation visit to the school.

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- 7.4 A candidate school may submit the *Application for authorization* and supporting documents when it considers it meets the requirements for authorization and according to the IB schedule. Following the acceptance of the above-mentioned application, a verification visit by an IB team will be organized in order to ascertain the preparedness of the school to implement the programme. This visit is funded by the candidate school, according to IB procedures established for this purpose.
 - 7.5 As a result of the application procedure, the IB Organization decides with full discretion whether or not to authorize a candidate school to teach an IB programme.
 - 7.6 The IB fees are defined in the IB scales of fees for each region and are non-refundable. The currencies that the schools have to use for their payments are assigned by the IB Organization.
 - 7.7 The period between being accepted as a candidate school by the IB Organization (on the basis of *Application for candidacy*) and requesting authorization (on the basis of *Application for authorization*) can vary widely—it is at least one year and often two or up to three years.
 - 7.8 Because the IB Organization has full discretion to accept schools as candidates and to refuse authorization to a candidate school, there is no guarantee that candidate status and, eventually, authorization will be granted. Consequently, no actions taken or statements made, written or oral, by IB representatives during any phase of the authorization process may be construed as being either implied or express indications/warranties that the candidate school will be granted authorization.
 - 7.9 For the same reasons, any and all costs incurred by schools before, during or after the authorization process are incurred entirely at their own risk and cannot be claimed from the IB Organization if the application is unsuccessful, that is if either candidate status or authorization is refused.
 - 7.10 Furthermore, in the interest of preserving the value of the denomination “IB World School” and to prevent third parties, notably parents, being misled as to the status of a school, candidate schools must not describe themselves as “IB World Schools” or claim in any manner during the authorization process, either orally or in their documentation, that they are authorized to implement IB programmes.
 - 7.11 The IB accepts no responsibility for any damage, direct or indirect, suffered by a candidate school in connection with the authorization process.

IV Termination of candidacy

Article 8: Termination of candidacy by the school

Schools may terminate their IB candidate status at any time during the authorization process, but must notify the appropriate IB office by letter, signed by the head of school, at least three months in advance of the date of termination.

Article 9: Termination of the candidacy by the IB Organization

The IB Organization may terminate a school candidacy if any of the following situations occur:

- a. the school does not comply with the present *Rules for candidate schools*
- b. fees remain unpaid to the IB Organization despite reminders having been sent
- c. the school has not been in contact with the IB Organization, or has not shown advancements in its plans to meet authorization requirements, for a considerable period of time
- d. the school has gone through major changes in its structure and/or legal status that shows the existence of a different school from the one that was granted the candidacy
- e. authorization to teach the IB programme has been denied by the IB Organization.

V Decisions on the IB authorization of a candidate school

Article 10: The decision process

- 10.1 The director general is responsible for deciding the outcome of all applications made by candidate schools. This decision is based on the documents submitted by the relevant IB office.
- 10.2 Authorization to teach an IB programme may be granted or denied by the director general.

Article 11: Authorization

If the director general considers that the application by the candidate school meets IB requirements, authorization to teach the relevant IB programme(s) will be granted under condition of accordance with the *Rules for IB World Schools*. A letter of authorization from the director general will be sent from the head office of the IB Organization.

Article 12: Continuation of candidacy

- 12.1 There are times when the IB Organization considers that certain changes or improvements must be implemented by the candidate school before authorization.
- 12.2 In such cases, the relevant IB office will write to the candidate school listing in detail the matters to be addressed. The letter will prescribe a deadline by which evidence must be submitted showing that these changes have been made or that an acceptable plan has been made for their accomplishment, if applicable.
- 12.3 The relevant IB office will then determine whether the candidate school may be recommended for authorization or whether additional work must be done prior to authorization. A return visit to the candidate school may also be scheduled, at the candidate school's expense.
- 12.4 Under no circumstances may a school be authorized without the matters to be addressed being addressed by the candidate school to the satisfaction of the IB Organization.

Article 13: Refusal of authorization

- 13.1 The IB Organization has full discretion to refuse to authorize a candidate school to teach an IB programme.
- 13.2 If authorization is refused, the director general will give summary reasons for this decision. The decision is final: it is not subject to reconsideration or appeal.

Article 14: Renewed applications

The IB Organization will consider a renewed application for candidacy only if at least two years have elapsed since the date of the letter sent by the IB with the decision of refusal. Renewed applications will be governed by the same conditions as initial applications.

VI Final provisions

Article 15: Governing law

Swiss law governs these *Rules for candidate schools* and all other documents relating to the authorization process.

Article 16: Arbitration of disputes

Any dispute arising from or in connection with the *Application for candidacy*, the *Application for authorization*, or any other document relating to the authorization process, shall be finally settled by arbitration, taking place in and in accordance with the rules applicable in Geneva, Switzerland. The proceedings shall be confidential and the language of the arbitration shall be English.

Article 17: Extended validity of articles

The following articles remain valid throughout the existence of a relationship of a school with the IB Organization, either as a candidate school or as an IB World School:

- a. Article 2: Compliance with the IB procedures, rules and regulations (e.f.g.)
- b. Article 3: Name and status of schools
- c. Article 4: Multiple campus schools
- d. Article 5: The MYP in partnership